

3R's

Reports Reviews Reasons

FROM THE OFFICE OF THE SUPERINTENDENT

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PASADENA UNIFIED SCHOOL DISTRICT

VOL.2 NO. 3

The Personnel Department...

A New Look, A New Location

Sometime this month, the Department of Personnel Service will be installed in its new location on the first floor of the Education Center where there will be enough room for interviewing, testing, and screening of candidates for employment and for the more efficient organization of materials, records and correspondence.

District personnel should find rooms easier to reach (no climbing two flights of stairs) and services quicker to obtain, according to Charles Palmer, new administrative director of personnel.

Palmer came to the Pasadena schools from Grand Blanc Community Schools, Michigan, where he was director of personnel and instruction. No stranger to California, he started his educational career as a high school teacher in Downey. He has also served as an elementary teacher and principal; and as a secondary principal and administrator for personnel services in Fontana.

"My goal is to develop a personnel program for the Pasadena Unified School District which will provide effective and efficient services to all employees of this school district," commented Palmer during a recent interview. "We are here to improve personnel practice, not to proceed in the 'we've always done it that way fashion' if there is a better way to operate," he stated.

Assisting the administrative director are Mrs. Mary Alice Bruce, administrative secretary, who is responsible for the supervision of the entire personnel clerical staff; and Mrs. Marguerite Johnston, receptionist, who greets all visitors and routes all telephone calls to the proper persons.

To serve more efficiently, the department has a coordinator for services to certificated personnel and to classified personnel. Both report to the administrative director.

George Bystrom is the coordinator for certificated personnel services, a position he has held since 1969. His previous experience has been as a teacher, administrative trainee and a principal in the Pasadena Unified School

District. Bystrom serves approximately 1571 certificated personnel and is responsible for:

- . recruitment and selection of elementary and secondary teachers
- . assignment and reassignment of certificated personnel
- . setting up of screening committees (teachers and administrators) for teacher selection
- . assignment of teacher recruiting teams in cooperation with other administrative and district personnel
- . coordination and assignment of assistant and student teacher programs and teacher internship program.

Assisting Bystrom and Palmer in the certificated area are the following people:

- . Mrs. Muriel Davis, who handles the processing of all new teachers for payroll purposes and all certificated payroll changes
- . Mrs. Kathleen Fleetwood and Mrs. Ann Dreibus, who handle processing and assignment of all certificated substitutes
- . Mrs. Eloise Lamb, secretary to the coordinator of certificated personnel, who is also responsible for setting up teacher screening committees
- . Mrs. Jeanne Pehl, who handles the administrative director's correspondence, prepares recruiting brochures, with the help of Mrs. Margery Huff, and processes all requests for leadership positions.
- . Mrs. Alzira Woest, who handles the processing of all reports to the Board of Education, requisitions, compiling the directory, and processing of certificated leaves of absence.

Bruce Hayman is the coordinator for classified and non-classified (part-time or hourly) personnel services. Hayman comes to Pasadena from Bassett Unified School District where he served as personnel director and secretary to the Personnel Commission. His other experience includes personnel work in the Los Angeles and Long Beach City Schools and Harbor College. He is a member of Public Personnel Association and the California Association of School Business Officials. As coordinator of classified personnel services, he serves approximately 1400 employees and is responsible for:

- . recruitment and selection of classified employees
- . classification of positions to appropriate job titles
- . implementation of local merit system plan
- . development of procedures for evaluating classified candidates for employment, classification and salary determination.
- . recommendations to Superintendent concerning district

level of compensations based on comparisons with annual surveys made of industry and public agencies ("like pay for like work").

Assisting Hayman are the following people:

- . Mrs. Eleanor Haynes, who is in charge of the classified payroll, medical insurance forms and claims
- . Mrs. Ann Rydman, secretary, who is responsible for substitutes for schools and offices, tax-sheltered annuities and other records.
- . Mrs. Eunice Walker, who is responsible for recruitment and selection records.

The department produces the Teachers Handbook, Handbook for Classified Employees and the Personnel Directory every year. Answers to questions of a general nature can usually be found in one of these publications. Any employee who wishes specific information about his individual records may call the appropriate coordinator for help.

SERVE PROGRAM REPORTS PROGRESS

The organization of SERVE (Serving Effectively through Resource Volunteer Effort) to provide a program within which the demand for volunteer support in the schools can be met effectively is almost completed. It has two phases. The first phase is at the administrative level. Coordinator Susan Friedman is selecting a volunteer staff to work with her on recruiting, orientation, and inservice training of volunteers. This working board will facilitate a more meaningful program at all levels of SERVE activity.

The second phase is at the building level. Efforts are being made to obtain a representative to SERVE from each staff. This person will act as liaison between his school and the SERVE office at the Education Center. In addition the PTA Council has designated a SERVE PTA chairman for each school to recruit parents as potential volunteers. The coordinated efforts of the school staff and PTA will provide channels through which the teachers can request assistance and SERVE can provide aides.

All classroom teachers have received a form from the director of SERVE on which they can describe their needs and also make suggestions for implementing the SERVE program.

The present SERVE program is an extension of a volunteer program initiated by local PTA chapters in elementary schools and a tutoring program organized on the junior high level by some members of the Junior League and other organizations. In order to coordinate the volunteer efforts to serve school, teacher and student at the primary, elementary, and secondary levels and to include institutional as well as personal community resources, in 1969

the Pasadena Junior League selected SERVE as a project and committed \$30,000 as "seed" money for a three-year program.

The SERVE concept was accepted by the Pasadena Unified School District in August 1969 for implementation in September 1970.

SERVE'S coordinator, Mrs. Friedman, reports to the Pasadena Unified School District through the Assistant Superintendent of Elementary Education and the Assistant Superintendent of Secondary Education. The SERVE Board consists of representatives from the PTA, the Junior League, and the Board of Education. The office is housed at the Education Center.

The primary objective of SERVE is to develop a coordinated volunteer program in the primary and secondary school system which relates school, teacher, and student needs with the community resources in a priority and time framework. The 1970-71 goal is to determine these needs, and from these defined areas find the resource requirements of people and funds to implement the SERVE program. This includes determining the allocation of personnel, volunteers, and financial resources, as well as deciding where to concentrate SERVE efforts this first year. It also means establishing a staff structure responsive to meeting increased demands for services.

A volunteer program organized on August 25, 1970, to insure a safe busing and successful transportation program for the opening of school brought forth 1000 people on duty as volunteer transportation aides. These aides participated in a comprehensive training workshop which attracted national television coverage.

SERVE is functioning primarily in three areas:

- . carrying out its traditional role of providing volunteers
- . actively recruiting individual and new institutional volunteers
- . planning, through determination of needs, the programs for 1970-73.

Both the short and long range usefulness of the SERVE program will be measured by the accuracy with which it determines needs and requirements and, in turn, by the effectiveness with which it marshals people, organizations, and dollars to meet these needs.

DISTRICT WELCOMES NEW PERSONNEL

Joining the more than 2700 employees of the Pasadena Unified School District are the following 156 certificated and 51 classified personnel who chose to serve the children of Pasadena during the 1970-71 school year, the year of the implementation of the Pasadena Plan.

<u>Certificated</u>	<u>Assignment</u>	<u>Certificated</u>	<u>Assignment</u>
Roger Z. Alam	McKinley Jr. High	Shirley Hingst	Garfield
Jennifer Anderson	Jackson	Marge Hobbs	Jackson
Andrea A. Andrews	Franklin	Katherine E. Horton	McKinley Elementary
Melody M. Anicich	Longfellow	Paul L. Hovsepian	Washington
Claude C. Axel	Sierra Madre	James Jen Hsu	Blair
Barbara C. Azar	Muir	Victoria E. Hutchins	Foothill
Thais D. Baccus	Noyes	Phyllis Jenkins	PHS
Edward Baskin	Longfellow	Saul Jacobson	Washington
Vodie R. Bates	Muir	Sylvia J. Jones	Muir
Dolores P. Beech	Sierra Mesa	Susan E. Kelley	Willard
Wilma Bobo	Franklin	Robert A. Kerrebrock	Pupil Personnel
Marjorie Bogen	PHS	Arthur Knowles	Edison
Samuel Bonilla	PHS	Floyd E. Konrad	PHS
Sheri L. Bounds	Jefferson	Helen S. Krugman	Audubon
Sandra J. Branfield	McKinley Jr. High	Bruce N. Lahey	Edison
Carol Brown	PHS	Maureen T. Land	Audubon
Pamela B. Bryan	Allendale	Robert J. LaLone	PHS
Betty A. Burton	Blair	Diane Lazarus	Sierra Madre
Andrew J. Bumatay	PHS	Nancy Lemaire	McKinley Junior High
Marie Byrne	Washington Elementary	Cheryl A. Leng	Special Education
Joseph Carillo	PHS	Michael J. Lifter	Special Education
Larry L. Cash	Muir	John R. Lockwood	Blair
Nancy Jo Cash	Roosevelt	Genevieve Lucas	PHS
Billie Joe Coleman	Cleveland	Alvin E. Lyles	Muir
Janet H. Cooke	Linda Vista & McKinley Elem.	Jean Ann Martin	Audubon
Doris Crossley	Jefferson	Cynthia Martinez	Muir
Dwight J. Crumb	Muir	Kathleen McGee	Madison
Suzanne H. Cummings	McKinley Jr. High	Gwendolyn McMullins	PHS
Sheryl L. Davis	Special Education	Aideen M. Meaney	Washington Elementary
Mary Lou Davidson	Edison	Dana Lee Miller	PHS
Jean Dea	Muir	Mary M. Miller	Foothill
Victoria J. Dean	Foothill	Joanne M. Miranda	Muir
Frances B. De La Torre	PHS	Dodd Mitchell	Hale
Maria D. Delgado	PHS	Nancy T. Miyakawa	PHS
Marie Ann Denney	Eliot	Cynthia Moller	Washington Elementary
Juanita DeVaughn	Eliot	Kenneth E. Montoya	PHS
Monica Duffy	Jackson	Dorothy M. Moore	PHS
Daniel Duncan	Muir	Sheila R. Moses	Special Education
Raymond Ellis	Washington Elementary	Martha C. Munoz	Muir
Hitoko Eto	Burbank	Woodrow W. Murray	Eliot
Dorothy F. Fagan	Education Center	Judy Y. Nakamura	San Rafael
Ronald R. Fairbanks	Pupil Personnel	George V. Navarro	Muir
Edward Fant, Jr.	Loma Alta	Barbara D. Nelson	Blair
Mary Ann Fields	Special Education	Evelyn H. Nowaki	Muir
Gary K. Fine	Jackson	Thomas Noyes	Muir
Doris F. Fruman	Wilson	William D. Olin	PHS
Margaret T. Gallagher	PHS	Julie R. Overall	Blair
Alice M. Galasso	Education Center	Charles L. Palmer	Personnel
Geraldine Garrett	Wilson	Oscar Palmer	Blair
David N. Garrison	Wilson	Faithie M. Parker	Sierra Mesa
David M. Genders	Cleveland	Cecilia R. Patrick	Don Benito
Richard Goldstein	Jackson	Robert W. Pellicone	Loma Alta
Gary T. Green	Education Center	Analee H. Perica	Longfellow
Arthur J. Groveman	Muir	Edward Petrykowski	Intermediate
Gary D. Griffiths	PHS	Nancy C. Phillips	McKinley Junior High
Sarah B. Gyer	Garfield	Maria Provost	San Rafael
Preston Hampton	Field	Aljean Rae	Muir
Scott E. Harvey	Blair	Benjamin Ramirez	Blair
Stephanie Henderson	PHS	John H. Ray	Muir
Janet M. Hill	Music	Elizabeth C. Reed	Madison

Certificated

Thelma Reyna
 Fredric W. Riecke
 Virginia Robertson
 Cathie Anne Robinette
 Martha P. Rojas
 Richard E. Sailors
 Barbara Sawaya
 Jerome G. Schenden
 Judith G. Schwartz
 Joyce Sias
 Joan M. Simons
 William D. Stanton
 Gary C. Sterling
 Emily Stokes
 Frances H. Sumner
 Lucy C. Sun
 Edmund J. Sutro
 Sarah H. Tatum
 Charles A. Taylor
 Karen E. Taylor
 Richard D. Thom
 Gladys Tolson
 Edward R. Torres
 Richard M. Townsend
 Penelope A. Tucker
 Leon A. Turner
 Jean Walker
 Sharon J. Ware
 Larry K. Wetterschneider
 Joan E. White
 Suellen G. Whitson
 Carolyn Williams
 Jean J. Williams
 Sterling S. Williams
 Bertha Willis
 Alma Winston
 Gilbert K. S. Young
 Marian K. Young

Additional New Teachers

Ann M. Austin
 Joseph E. Ballard
 Gloria Beckstrom
 Susan S. Carr
 Kevin D. Edwards
 Christina H. Forster
 Marjorie Friedlander
 Susan R. Golden
 Dorothy H. Hall
 Irma Hernandez
 Eileen L. Hildebrand
 Joyce J. Hodges
 Andrew H. Joseph
 Margo B. Kluth
 Irene Kosmetatos
 Dwight K. Lofgren
 Willie J. Odums
 Carol A. Prudhomme
 James P. Ryan
 Jeffrey D. Schmidt
 Phyllis B. Spain
 Patricia M. Stevenson
 Barbara C. Strizic
 Alyce Vanley
 Louise M. Whitney
 John L. Wilson

Assignment

PHS
 Eliot
 Muir
 Burbank
 Roosevelt
 Lincoln
 Longfellow
 Audubon
 Education Center
 Don Benito
 Webster
 PHS
 Longfellow
 Lincoln
 Hale
 Blair, PHS, Muir
 PHS
 Eliot
 Franklin
 Education Center
 McKinley Junior High
 PHS
 Eliot
 Muir
 Willard
 Eliot
 PHS
 Muir
 McKinley Junior High
 Washington Elementary
 Burbank
 Muir
 Field
 Foothill
 Jefferson
 Webster, Opportunity
 Cleveland
 Jefferson

Willard
 Washington Junior High
 Webster
 Eliot
 Washington Junior High
 Blair
 Longfellow
 PHS
 Sierra Madre
 Jackson
 Linda Vista
 Wilson
 PHS
 Garfield, Resource Gifted
 PHS
 Muir
 McKinley Jr. High
 Altadena
 PHS
 Washington Junior High
 Blair
 PHS
 Roosevelt
 Washington Jr. High
 PHS
 Lincoln

Classified

Ralph W. Allen
 John Bonner, Jr.
 Linwood Bower
 Willa M. Braddock
 Virginia L. Ciancitto
 Allen R. Cummins
 Bobbe Davis
 Margaret E. Demange
 Herbert J. Dobard
 Nestor Fernandez
 James L. Franklin
 Clara Gomez
 Maria Guerra
 Filemon Gutierrez, Jr.
 Robert L. Gutierrez
 Warren G. Hasson
 Bruce Hayman
 Barbara A. Hill
 Arlene M. Huerta
 Mack Johnson, Jr.
 Ivan E. Jones
 Timothy L. Jones
 Diane E. Jordan
 Karen M. Lotsberg
 Jessie M. Lopez
 Peter J. Malamas
 Helen R. Martini
 Thomas F. McDonald
 Marilyn J. McGinley
 Ivory L. Mitchell
 Dorothy S. Nardine
 Terry J. Ohanian
 James F. Olive
 Robert C. Pierce
 Grace Prescott
 Raymond R. Reynolds
 Matthew M. Robinson
 Miriam Roycroft
 William T. Rupp
 Frank T. Shanklin, Jr.
 Robert S. Sheard
 Henry D. Smith, Sr.
 Harold J. Speck
 Catherine Swanson
 Robert J. Szolomayer
 Gerald B. Taitz
 Tellez, Joe
 Noe Trujillo
 Ronald T. Wong
 Marvin Wright

Assignment

School Community Worker
 Custodian
 Campus Control Aide
 School Community Aide
 Acting Cafeteria Worker
 Instructional Aide
 Instructional Aide
 Acting Cafeteria Worker
 Custodian
 Acting Repair and Const. Worker
 Custodian
 Instructional Aide
 Instructional Aide
 Community Intrg. Splst.
 Repair & Constr. Wkr.
 Custodian
 Coordinator of Personnel
 Typist Clerk
 Instructional Aide
 Custodian
 School Community Worker
 Custodian I
 Athletic Equip. Attd.
 CC Teacher
 Instructional Aide
 Custodian
 Acting Cafeteria Wkr.
 Custodian
 Typist Clerk 2A
 Athletic Equip. Att.
 Typist Clerk
 Acting Cafeteria Wkr.
 Custodian I
 Instructional Aide
 Instructional Aide
 Custodian I
 School Community Wkr.
 Instructional Aide
 Library Aide
 Custodian
 Acting Athletic Equip. Att.
 Custodian I
 Custodian
 Typist Clerk
 Custodian
 EDP, Opr. Supvr.
 Custodian
 Custodian
 EDP School Crd.
 Athletic Equip. Attd.

UNITED WAY STUDENT FUND DRIVE

November 16-20, 1970

This is what a student has to say about the United Way Student Fund Drive in the schools:

"As responsible young citizens attending the Pasadena Unified School District, we look forward to the United Way Student Fund Drive. 'Happiness is sharing', so this annual event gives us the opportunity to share our dimes and quarters with the unfortunate boys and girls in our community.

"You will hear some say that 10¢ won't buy anything today. BUT DON'T YOU BELIEVE IT. This is the way we look at it . . . a classroom of dimes and quarters will really 'get it together.'

"What will 10¢ buy? -- or a quarter?

- "\$1 will pay for four transfusion sets provided by the American Red Cross for open heart surgery
- \$2 will buy a week's supply of medicine for a needy school child with rheumatic heart disease
- \$3 will buy a pair of safety crutches to help a crippled child walk again at Orthopaedic Hospital
- \$4 will pay for a blanket furnished by American Red Cross for a fire victim
- \$5 will pay for one day in an oxygen tent for a child at Children's Hospital.

"FACE IT. WE ARE THE UNITED WAY."

Alan Read
Blair High School Senior

Won't You Share?

Each of us has a news story in his classroom, school, or department. People and their activities are the basis of all news.

If you have developed a new teaching technique, a new use for old equipment or materials, or have become involved in a professional or community activity, please share the details with the Information Office at the Education Center.

Don't worry about turning in a polished article. Just give us the facts. If your story has media possibilities, we will try to get wider coverage for you. Let's try to tell people about all the good things that the Pasadena Unified School District has to offer, both in program and personnel.

NEW TELEVISION PROGRAM ANNOUNCED

Serendipity, a 30-minute television program in color, featuring elementary school students living in the Pasadena area, is being shown on Sunday mornings at 9 a.m. on KNBC, Channel 4.

Each program involves a group of three or four students between the ages of 4 and 11 and their teacher, Quin Gladden, who accompanies them on stimulating instructional trips to points of interest in the greater Los Angeles area.

Miss Betty Holt, the producer of the show, is a former teacher in the Pasadena schools. She created and produced the series of ten programs at the request of NBC. Each of the programs features two instructional trips to such places as Los Angeles Harbor, Pasadena Police Department, Pasadena Humane Society and the Los Angeles Museum.

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EDITOR—Dorothy F. Fagan

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